

Minutes
County Road Administration Board
April 16-17, 2009
CRAB Office – Olympia, Washington

Members Present: Dean Burton, Garfield County Commissioner, Chair
 Jim Whitbread, PE, Stevens County Engineer, Vice-Chair
 Doug Mattoon, Asotin County Commissioner, Second Vice-Chair
 Ray Thayer, Klickitat County Commissioner
 John Koster, Snohomish County Council Member
 Marc Boldt, Clark County Commissioner
 Dale Snyder, Douglas County Commissioner
 Brian Stacy, PE, Pierce County Engineer
 Andrew Woods, PE, Columbia County Engineer

Staff Present: Jay Weber, Executive Director
 Walt Olsen, Deputy Director
 Steve Hillesland, Assistant Director
 Karen Pendleton, Executive Assistant
 Randy Hart, Grant Programs Manager
 Jeff Monsen, Intergovernmental Policy Manager
 Bob Moorhead, Compliance & Data Analysis Manager
 Larry Pearson, Maintenance Programs Manager
 *Rhonda Mayner, Secretary
 **Jim Oyler, Support Specialist

Guests: *Randy Brackett, PE, Island County Assistant Engineer
 *Jon Brand, PE, Kitsap County Engineer
 *Bob Thuring, PE, Mason County Engineer
 *Hans Craig, Mason County
 **Gary Rowe, WSACE Managing Director

**April 16, 2009 only **April 17, 2009 only*

CALL TO ORDER

Chair Burton called the County Road Administration Board quarterly meeting to order at 1:00 PM on Thursday, April 16, 2009, at the CRAB Office in Olympia.

CHAIR'S REPORT

Chair Burton requested that all cell phones be turned off and that guests please sign-in.

Introduction of New CRABoard Member

Chair Burton welcomed Commissioner Dale Snyder of Douglas County and thanked him for his interest in serving on the Board. He asked that all other attendees introduce themselves. Commissioner Snyder stated that he looked forward to serving.

Approve Agenda for the April 16-17, 2009 Board Meeting

Second Vice-Chair Mattoon moved and Commissioner Thayer seconded to approve the agenda as presented. **Motion carried unanimously.**

Approve Minutes of January 22-23, 2009 Board Meeting

Council Member Koster moved to approve the minutes of the January 22-23, 2009 CRABoard meeting and Commissioner Boldt seconded. **Motion carried unanimously.**

RURAL ARTERIAL PROGRAM – Randy Hart

Program Status Report

Mr. Hart reviewed the Rural Arterial Program project status report. He noted that 916 of 1025 projects have been completed. Anticipated revenue to the end of the 2009-11 biennium is \$452,781,431. RAP expenditures to date total \$366,839,023. RAP obligations remaining are \$116,503,151.

As Island County staff had not yet arrived, the Board agreed to move ahead with the agenda and hear Island County's request later.

Project Request – Kitsap County

Mr. Hart introduced Mr. Brand and announced that Kitsap County has requested a scope reduction for their Lake Flora Road project, revising the milepost limits from 0.00–3.60 to .96–3.60, a 27% reduction in length, with no change in RATA funding.

Mr. Hart gave background information on the project and noted that the county requests this shortening in order to accomplish most of the original project within the available funds.

Staff has reviewed the project site and the scope reduction request. Mr. Hart noted that the re-rating of the shortened project yields a ranking score of 56.25, identical to the original ranking. Lake Flora Road was the last funded project on the 2001 – 2003 NW Region priority array, and would have been funded at this reduced length. Staff recommended approval of this scope reduction with no reduction in RATA funding.

The issue of allowing a project to receive full funding with a scope reduction was raised. After questions and discussion, Council Member Koster moved and Commissioner Thayer seconded to approve Kitsap County's request for a scope reduction for the Lake Flora Road project with no reduction in RATA funding. **Motion carried unanimously.**

Project Request - Mason County

Mr. Hart announced that Mason County has requested a scope reduction for the RATA funded Grapeview Loop Road-2 project and introduced Mr. Thuring and Mr. Craig. The request is to reduce horizontal alignment improvements for two curves from 40 mph design speed, as specified in the prospectus, to 35 mph with no reduction in funding.

Mr. Hart gave background information on the project.

Staff has reviewed the project site with county staff. The rating of the project with redesign of the curves to 35 mph comes to 81.30. At the revised rating, Grapeview Loop Road-2 would still have gained RATA funding. The project meets all of the conditions listed in the prospectus except for the two curves, and staff finds the scope change to be of minor relative impact to the final project. Staff therefore recommended the requested scope change be approved with no reduction in RATA funding.

After questions and discussion, Vice-Chair Whitbread moved and Council Member Koster seconded to approve Mason County's request for a scope reduction for the Grapeview Loop Road-2 project with no reduction in RATA funding. **Motion carried unanimously.**

Project Request - Mason County

Mr. Hart announced that Mason County has requested a scope reduction for the RATA funded Bear Creek Dewato Road-2 project. The request is to extend the project from milepost 7.59 back to 7.45, and also to reduce horizontal alignment improvement for one curve at milepost 9.64 from 45 mph design speed as specified in the prospectus, to 40 mph with no reduction in funding.

Mr. Hart gave background information on the project.

Staff has reviewed the county's request and the project site. The revised RAP rating score is 88.92, based on the revised improvement at the curve located at milepost 9.64. The new score is still well above the original score of 72, upon which original funding was based. Although the proposed reduced scope of work still meets the needs for structural and width improvements, staff finds the remaining accident potential too high to support a reduction in scope of proposed work at the location of the curve. The county gave previous assurances that the one mile addition would be accomplished with county funds in accordance with the prospectus. Staff recommended the scope reduction in design of the horizontal curve be denied. Staff recommends approval of the extension of the project to milepost 7.45.

After questions and discussion concerning the safety issues, Vice-Chair Whitbread moved and Second Vice-Chair Mattoon seconded to approve Mason County's request for both a scope reduction in design of the horizontal curve for the Bear Creek Dewato Road-2 project with no reduction in funding and for an extension of the project to milepost 7.45. **Motion carried unanimously.**

Chair Burton called for a short recess.

Project Request – Island County

Mr. Hart announced that Island County is requesting \$2,890,000 in emergency RATA funding repair and rebuilding of two portions of Glendale Road; Road No. 01660 Milepost (MP) 0.03 and Road No. 90070, between MP 0.00 and MP 0.19, per their letter dated April 15, 2009. This request is in accordance with WAC 136-163, "Allocation of RATA Funds to Emergent and Emergency Projects". Island County recognizes that, if approved, this amount will be deducted from its future biennia RAP funding limits.

Mr. Hart gave background information on the project. He noted that the NW Region balance has been static for about three or four years, as over \$8,000,000 has been withdrawn during that time from underfunded projects. Although this amount is being re-programmed for expenditure, the resulting projects will be programmed over the next six years. Staff finds that the additional over-obligation of \$2,890,000 via this request will not adversely impact the region's balance. Further account management by the CRABoard and the NW Region counties can adjust the spending rate in the future if needed.

The County declared an emergency and closed the road on April 3, 2009, which met the conditions for emergency funding.

CRAB staff recommended RATA funding of the requested \$2,890,000, with a CRAB/County contract approval date of April 3, 2009. If approved, the county will be assessed reductions to its future biennia funding limits totaling \$2,890,000 or the actual amount of RATA funds expended for this project, whichever is less. Mr. Hart introduced Mr. Brackett, who gave further information on the project.

After questions and discussion, Council Member Koster moved and Second Vice-Chair Mattoon seconded to approve Island County's emergent request for \$2,890,000, with a CRAB/County contract approval date of April 3, 2009. The county will be assessed reductions to its future biennia funding limits totaling \$2,890,000 or the actual amount of RATA funds expended for this project, whichever is less. **Motion carried unanimously.**

Resolution 2009-003 – Apportionment of RATA Funds

Mr. Hart presented Resolution 2009-003 to the Board. This resolution apportions the amount of \$4,481,879 now credited to RATA to the regions by the established 2007-09 biennium regional percentages after setting aside \$111,624 for administration. Second Vice-Chair Mattoon moved Commissioner Boldt seconded to adopt Resolution 2009-003 as presented. **Motion carried unanimously.**

Resolution 2009-004 – Allocate Estimated Revenues

Mr. Hart presented Resolution 2009-004 to the Board. This resolution approves 2009-2011 RAP projects and allocates RATA funds. Mr. Hart presented the best available estimate of the 2011-2013 biennial revenues, including interest, and funds turned back

through withdrawal or underrun indicating that the approximate amounts outlined on Resolution 2009-004 will be available for allocation to new projects on the 2009-2011 array and partially funded RAP projects on the 2007-2009 biennial array in the five regions.

Commissioner Thayer moved and Mr. Stacy seconded to adopt Resolution 2009-004 as presented. **Motion carried unanimously.**

COMPLIANCE REPORT – Bob Moorhead

Mr. Moorhead reported on county compliance in required submittals of Road Levy Certification, Traffic Law Enforcement Certification, Certification of Expenses for Fish Passage Barrier Removal, Annual Construction Report, CAPP Report, Bridge Inspections, and Annual Certification.

ANNUAL CERTIFICATION – Jay Weber

Resolution 2009-005 Annual Certification

Mr. Weber announced that as required by RCW 36.78.090 and RCW 36.78.100, and pursuant to WAC 136-04-010 through WAC 136-04-060, he is submitting to the County Road Administration Board his report of his review of the annual certifications submitted by the counties for the calendar year 2008. Each year, these certifications provide information to this agency which touches upon three main areas: Management and Administration; Document Submittal, which includes such items as road levy certification, road log updates, construction reports, etc.; and Operations. From receipt of this information staff is able to determine the level of compliance with applicable laws and Standards of Good Practice achieved by the counties of the State of Washington, and it is upon demonstrated compliance with these laws and standards which continued receipt of the fuel tax distribution depends.

Mr. Weber concluded that he is pleased to be able to report to the CRABoard that thirty-eight of the thirty-nine reporting counties have demonstrated reasonable and substantial compliance with all applicable laws and Standards of Good Practice. He therefore recommends approval of Resolution 2009-005 stating the issuance of Certificates of Good Practice in the names of the thirty-eight counties listed on the resolution.

Vice-Chair Whitbread moved and Council Member Koster seconded to approve Resolution 2009-005, issuing Certificates of Good Practice to 38 counties. **Motion carried unanimously.**

Resolution 2009-006 Ferry County Conditional Certificate of Good Practice

Mr. Weber reminded the Board that a conditional certificate of good practice was issued to Ferry County on July 27, 2007 under Resolution 2007-013, Ferry County agreed to a Corrective Action Plan adopted by the CRABoard on October 25, 2007, and Ferry County continues to report satisfactory progress to CRAB under the Corrective Action Plan.

He recommended that under the previous term, a Conditional Certificate of Good Practice be transmitted to the State Treasurer on behalf of Ferry County.

Council Member Koster moved and Commissioner Boldt seconded to approve Resolution 2009-006, issuing a Conditional Certificate of Good Practice to Ferry County.
Motion carried unanimously.

DIRECTOR'S REPORT – Jay Weber

CRABoard Positions

Mr. Weber reported that on March 12, 2009 he sent a letter to WSAC President Lynda Ring-Erickson notifying her of the expiration in June 2009 of the terms of Commissioner Doug Mattoon, Council Member John Koster, and County Engineer Brian Stacy.

WSACE County Engineer of the Year Nominations

Mr. Weber reported that nomination forms for the WSACE Engineer of the Year have been sent out. This year's application deadline is May 5, 2009.

Current Budget

Mr. Weber reviewed CRAB's current budget status, noting that the agency is showing a positive variance of \$358,912. He noted that staff will be requesting two exceptions to the Governor's current maximum \$5,000 capital purchase mandate.

2009-11 Budget Request

Mr. Weber reviewed CRAB's 2009-11 Budget Request and the recommended summary showing the comparisons of the Governor's, the House and the Senates budgets for CRAB. He noted that the proposed budgets show reductions in grant income due to the reduced fuel tax forecast.

CRAB Document Preservation and Discovery Policy

Mr. Weber reviewed procedures to be followed by CRAB employees and Board members to preserve documents and other potential evidence, including Electronically Stored Information (ESI), in anticipation of, and during litigation.

He noted that this procedure is distinct and separate from CRAB policies on retention of public records and procedures on receipt of Public Disclosure Requests.

CRAB Audit

Mr. Weber announced that staff has been meeting with the Auditor's office. The auditors are now working with SACS.

DEPUTY DIRECTOR'S REPORT

County Engineers/Public Works Directors

Mr. Olsen announced the following change in the status of County Engineers and Public Works Directors since January 2009:

- By letter on January 28, 2009, Skagit County announced that Jim Voetberg, PE, had resigned as Public Works Director/County Engineer effective January 28, 2009 and announced that Jeff Miller, PE, was appointed as Interim Public Works Director/County Engineer effective immediately. By letter on March 3, 2009, Skagit County announced that Jeff Miller, PE, had resigned as Interim Public Works Director/County Engineer effective March 3, 2009 and announced that Dave Sheridan will serve as Interim Public Works Director and Paul Randall-Gruter, PE, will serve as County Engineer effective March 6, 2009.
- By phone on March 30, 2009 and by letter April 1, 2009, Benton County announced that Ross Dunfee, PE, was terminated as Public Works Director/County Engineer effective March 30, 2009. The announcement of the appointment of an Interim Public Works Director/County Engineer is pending.
- By letter on April 6, 2009, King County announced that Paulette Norman, PE, was appointed as the Acting Division Director for the Marine Division of King County Department of Transportation, effective April 13, 2009 through January 2010. The duties of the County Engineer have been temporarily reassigned to Rick Brater, PE, effective April 13, 2009 through August 31, 2009 and to Matt Nolan, PE, effective September 1, 2009 through January 2010.

County Visits

- Skamania County
- Island County
- Clark County
- Stevens County
- Spokane County
- Lincoln County

Ferry County Corrective Action Plan Reports were received:

- County Engineer's Office for January 2009 on February 15, 2009
- County Engineer's Office for February 2009 on March 9, 2009
- County Engineer's Office for March 2009 on April 16, 2009
- Board of County Commissioners for 4th Quarter of 2009 on April 16, 2009

Numerous contacts with County Engineers took place in other venues.

County Audit Reports reviewed since January 2009

The 1997 State Auditor Office (SAO) audit of CRAB concluded that the minutes of the Board meetings needed specific mention of SAO audits of the counties and of any findings that might relate to the statutory responsibilities of CRAB. The minutes also need to reflect any recommendations from the CRABoard to staff in response to the audits. This report details our staff procedures to satisfy the SAO.

CRAB has reviewed nine audit reports representing nine counties since the January 2009 board meeting. Any audits, with county name in bold print, revealed substantive findings involving County Road Funds, specifically:

1. Skamania County: SAO # 1000487, issued on January 20, 2009, covering the period from January 1, 2007 to December 31, 2007. This report covered the accountability audit only, updated no previous findings, and issued no new findings.
2. Clallam County: SAO # 1000574, issued on February 2, 2009, covering the period from January 1, 2007 to December 31, 2007. This report covered the accountability audit only, updated no previous findings, and issued no new findings.
3. Snohomish County: SAO # 1000651, issued on February 17, 2009, covering the period from January 1, 2007 to December 31, 2007. This report covered the accountability audit only, updated no previous findings, and issued no new findings.
4. Walla Walla County: SAO # 1000659, issued on February 17, 2009, covering the period from January 1, 2007 to December 31, 2007. This report covered the accountability audit only, updated no previous findings, and issued no new findings.
5. Kitsap County: SAO # 1000720, issued on March 2, 2009, covering the period from January 1, 2007 to December 31, 2007. This report covered the accountability audit only, updated no previous findings, and issued no new findings.
6. Pierce County: SAO # 1000749, issued on March 2, 2009, covering the period from January 1, 2007 to December 31, 2007. This report covered the accountability audit only, updated no previous findings, and issued no new findings.
7. Lewis County: SAO # 1000746, issued on March 2, 2009, covering the period from January 1, 2007 to December 31, 2007. This report covered the financial audit only, updated one previous finding, and issued no new findings.
8. Kittitas County: SAO # 1001033, issued on April 13, 2009, covering the period from January 1, 2007 to December 31, 2007. This report covered the accountability audit only, updated no previous findings, and issued no new findings.

9. Yakima County: SAO # 1001036, issued on April 13, 2009, covering the period from January 1, 2007 to December 31, 2007. This report covered the accountability audit only, updated no previous findings, and issued no new findings.

Mr. Olsen noted that the following audits are outstanding:

Accountability:

Benton
Grant
King
Klickitat
Lincoln
Stevens
Wahkiakum
Whitman

Financial:

Grant
Whitman

Other Activities and Visits since January 2009

January 27	Skamania County Visit	Stevenson
January 28	WSACE Executive Board Meeting	Stevenson
February 4	SAO Entrance Meeting	CRAB
February 17	Island County Visit	Coupeville
February 21-28	Vacation	Hawaii
March 3-6	Road Builder's Clinic	Vancouver
March 31	SAO Meeting	CRAB
April 8	ESSB 5228 Bill Signing	Governor's Office
April 9	Lincoln County Visit	Davenport
April 9	Stevens County Visit	Colville
April 10	Spokane County Visit	Spokane
April 14	Risk & Roads Seminar	Tacoma

Day Labor Legislation

Mr. Olsen reported on Senate Bill 5228, signed by the Governor on April 8. The law changes the term "Day Labor" to "County Forces Construction", and sets limits based on county population. Mr. Weber noted that the bill passed both houses unanimously.

Public Hearing Request

Mr. Olsen discussed the need to hold a public hearing on proposed WAC changes to two Standard of Good Practices:

- "County Forces Construction" - WAC's 136-12-060, 136-16, 136-18, 136-165, 136-167, and WAC 136-170.
- "Processing of county road accident reports" -WAC 136-28.

After discussion, the Board directed staff to proceed with pre-proposal on both issues.

The Board discussed setting a public hearing for the October 2009 CRABoard meeting to adopt changes to both aforementioned Standards of Good Practice.

Chair Burton recessed at 4:41 PM on Thursday, April 16, 2009. The meeting will resume Friday, April 17, 2009 at 8:30 AM.

Friday, April 17, 2009

CALL TO ORDER

The second day of the spring CRABoard meeting was called to order by Chair Burton at 8:30 AM on April 17, 2009.

INFORMATION SERVICES UPDATE – Steve Hillesland

Mr. Hillesland updated the Board on activities of the Information Technology Team, including training in Eagle Point and Civil 3D; a new release of Mobility; and the new CRAB website.

NEW CRAB WEBSITE DEMONSTRATION – Jim Oyler

Mr. Oyler demonstrated the new website and its improved usability. The Board commended him on his work on the website.

INTERGOVERNMENTAL POLICY UPDATE – Jeff Monsen

County Visits

2/6 & 3/13 - Skagit
 2/10 - Douglas
 2/12 - Kittitas
 2/13 - Kitsap (meeting in Lacey)
 2/13 - Jefferson
 2/17 - Island
 3/13 - Snohomish
 3/13 - Whatcom
 3/17 - Clark
 3/25 - Spokane
 3/25 - Whitman
 3/26 - Lincoln
 3/26 - Adams
 3/27 - Grant

RAP Completed Project Site Reviews:

2/10 - Grant (E NW & Martin)
 2/12 - King (Mt Si & Tolt River Bridges)
 2/12 - Pierce (South Prairie)
 2/14 - Clallam (Old Olympic)
 2/17 - Island (Camano Hill)

Other Activities

- State Auditor - Local Government Advisory Committee (LGAC) - 2/11-2/12 - BARS Restructure work session – Ellensburg
- Highway Safety Issues Group (HSIG) - 2/19 & 3/9 - 2-Lane Rural Road Safety Sub-Committee
- MPO/RTPO Coordinating Committee - 2/24 – SeaTac

- 2008 County Ferry Systems Report Presentation - 3/18 - Washington State Transportation Commission
- APWA Spring Conference - 4/7-4/9 – Tacoma
- Risk and Roads Training (Washington Counties Risk Pool) - 4/14 – Fife

Planned 2nd Quarter Focus

In addition to completing the “preservation survey” described in item “D” below a significant amount of time will be spent in:

1. Creating County Engineer “training” modules for the new CRAB website.
2. Scope and begin the process to update and supplement all resource documents available through the CRAB website.
3. Create and present one or two County Engineer training “light” sessions (pilot program).

Preservation Work Group

As of April 10th, 15 counties have responded to a survey on maintenance and preservation. The goal is to obtain a survey response from all counties, complete a summary of the survey responses, and present/discuss the results during the June WSACE business meeting in Kennewick. A report will be presented to the CRABoard at the July meeting.

2009 Legislative Session

Mr. Monsen reported on various items before the legislature that are of interest to CRAB and the counties.

WSACE LEGISLATIVE REPORT – Gary Rowe

Mr. Rowe gave a brief presentation on the WSACE’s activities during this Legislative Session and with the Joint Transportation Committee.

Chair Burton called for a short recess.

MAINTENANCE MANAGEMENT – Larry Pearson

Mr. Pearson reported on 2007 county expenditures and 2009 plans for preservation and maintenance. Mr. Woods asked about CRAB providing training in CAMS. Mr. Pearson responded that staff will look at possible training.

Meeting adjourned at 11:00 AM.

Chairman’s Signature: _____

Attest: _____